

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

Department:	Council Services Unit
Position Title:	Council Services Manager
Number of staff supervised:	2 x Committee Services Officers
Classification Level:	HEO 7
Date Classified:	7 September, 2009
Reports to:	University Secretary and Legal Counsel

DIMENSION OF POSITION

The position is responsible for the management of activities within the Council Services Unit and its staff, and for the provision of support as required, to:

1. The Chancellor and/or Deputy Chancellor and University Secretary and Legal Counsel on matters relating to the Council and the University's governance;
2. The University Secretary and Legal Counsel on matters relating to the Chancellor and/or Deputy Chancellor, Council and the University.

This position facilitates the effective governance of the University through the coordination of the business of Council and its committees and other senior committees of the University, and provides or obtains advice on interpretation of legislation, rules policies and procedures at a senior level.

The incumbent reports to the University Secretary and Legal Counsel in addressing the above responsibilities.

POSITION OBJECTIVES:

The Council Services Manager will operate with a high degree of autonomy, leading the small team of staff within the Council Services Unit, setting local financial and strategic objectives in accordance with the University's Strategic Plan and in collaboration with the University Secretary and Legal Counsel. This position will support the University Council by overseeing the preparation and distribution of Council minutes and agendas, and directly providing or obtaining advice on matters pertaining to the governance of the University. This will include interpretation of policy and the provision of advice and recommendations for development of UNE policy and procedures.

DUTIES

Under general to broad direction:

1. In accordance with the Council's policies, make recommendations for changes/improvements to the Council's administrative procedures and Terms of Reference, providing senior level advice and administrative support (including assuming the role of Returning Officer for Council elections.)
2. Provide or obtain high-level advice/interpretation to Council and its committees on all matters pertaining to the governance of the University, including legislative and constitutional issues.
3. Provide or obtain advice in order to assist Council with the interpretation of the University's rules, regulations and policies, to both internal and external agencies.

4. Manage the operation of the Council Services Unit and its team of staff and functions, including personnel and financial matters (budget), localised strategic planning and objectives, establishment of operational goals, review of staff and the Office's performance against targets.
5. Manage the level and quality of administrative support and advice provided by the Council Services Unit to the University's Council and its associated committees.
6. Assist in Council's self-review of its performance, and assist in the development, implementation, review and evaluation of Council policies, procedures, and committees to ensure that they are relevant, reflect best practice, and continue to meet the University's strategic objectives.
7. Participate and undertake an active role in the development of policy and coordination of projects for the University on any matter requested by the Council, Chancellor, Deputy Chancellor, Chairs of Council Committees, and the University Secretary and Legal Counsel.
8. Research, analyse, develop and prepare reports, submissions discussion papers and other documents for the Council, Chancellor, Deputy Chancellor, Chairs of Council Committees and University Secretary and Legal Counsel.
9. Review and prioritise correspondence received by the Chancellor, identifying and/or researching background information for consideration. Independently draft or prepare correspondence, initiate action, or referral where appropriate, and ensure follow up and resolution.
10. Oversee and coordinate the activities of the Chancellor, Deputy Chancellor and other Council members in relation to Graduation Ceremonies, public events, liaising with the Graduation Office, the Vice-Chancellor's Office, Marketing and Public Affairs and the Faculties.
11. Be aware of and apply the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance as they apply to this position.
12. Other duties appropriate to the position and its classification, as directed.

QUALIFICATIONS AND SELECTION CRITERIA

1. Completion of a degree with substantial relevant experience; extensive relevant experience and specialist expertise in administration and/or project management; or an equivalent combination of relevant experience and/or education /training.
2. Demonstrated extensive experience in providing high level administrative support to committees, including preparing of agendas, briefing papers, proposals and minutes.
3. Demonstrated ability to exercise high level initiative and independent judgment in a diverse range of problem solving situations, including routine and unusual circumstances and in an environment with multiple and conflicting priorities, including acumen, discretion, sound judgment and the ability to maintain confidentiality at the highest level.
4. Demonstrated experience in researching, progressing issues and achieving objectives within broad guidelines.
5. Demonstrated excellent interpersonal and communication skills including the ability to liaise with people from other professional and/or academic backgrounds regarding governance issues.

6. Demonstrated high level and independent time management, planning and analytical skills and capacity to think strategically.
7. Demonstrated experience in the leadership and management of a small administrative team working towards agreed objectives and maintaining excellent working relations with key stakeholders.
8. Demonstrated understanding in the interpretation and understanding of interrelationships between policies and activities within a large organisation.
9. Proven ability to apply complex policy, procedures and legislation in a large organisation.
10. Demonstrated excellent computer skills – including a range of software such as Word and Excel, with excellent presentation skills and a high degree of accuracy and attention to detail.
11. Awareness of OHS, risk management, quality assurance, records management and EEO principles as they relate to this position.